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| [Meeting Title] | | | | | |
| 1.31.2018 | | 10:00 – 19:00 | | Omnex Shanghai Office | |
| Meeting called by | Christin | | | | |
| Type of meeting | YanFeng Visteon’s Gap Analysis | | | | |
| Note taker | Dora, Steven | | | | |
| Timekeeper | Christin | | | | |
| Attendees | Christin, Steven Wang, Dora, Sharon, Sabu | | | | |
| [Agenda Topic] | | | | | |
| 12:00 – 17:00 | Sabu, Steven | | | | |
| Discussion | Go through the customer requirements, and work out the gap list | | | | |
| 1. Went through customer requirements and the latest feature list of our product. --- 100% completion | | | | | |
| 1. Discussion on the none-functional requirements in the slides and the hardware requirements as well. --- 100% completion | | | | | |
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| Conclusions | The requirements has been reviewed internally, and most of the high level gaps have been addressed | | | | |
| We have addressed most of the high level gaps, will noted them down. The team will discuss with customer regarding the gaps. We also discussed the none-functional requirements, and refined the proposal outlet. | | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| 1. To prepare the latest product feature list. | | | Sabu | | TBD |
| 1. Further discussion with Clarence is required before the customer meeting. | | | Chris | | Meeting scheduled |
| 1. Conduct the meeting with customer regarding the IT issues and requirements gaps. | | | Project team | | 2018.02.01 |
| 1. Proposal generation | | | Project Team | | In processing,  2018.02.05  application architecture, system infrastructure, system security methodology and the project implementation methodology are ready |
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